

Formal Application for Exhibit Booth

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

To,
[Recipient's Name]
[Recipient's Title]
[Event Organizer's Name]
[Event Organizer's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally apply for an exhibit booth at the upcoming [Event Name] scheduled on [Event Dates] at [Event Location]. As [Your Company Name], we are eager to showcase our latest products and services to the attendees of this prestigious event.

Our company specializes in [Brief Description of Your Company and Products/Services], and we believe participating in [Event Name] will provide us with an excellent opportunity to engage with potential clients and industry leaders.

We kindly request a booth space of [Booth Size] and would appreciate any information regarding the application process, fees, and any guidelines we need to adhere to. Enclosed with this application, please find [any required documents or fees].

Thank you for considering our application. We look forward to the opportunity to be a part of [Event Name] and to contribute to its success.

Warm regards,

[Your Name]
[Your Title]
[Your Company Name]